

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION 4-Office of Land Surveys - Central Bay	
WORKING TITLE District 4 Surveyor	POSITION NUMBER 904-403-3029-xxx	EFFECTIVE DATE 05/31/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

This is the entry, first working, and journey level of professional surveying work at Caltrans. Transportation Surveyors must have knowledge, experience and familiarity with a wide variety of professional field and office land surveying equipment, tools and procedures with which they will perform a wide variety of professional land surveying work in either an office and/or field setting. A Transportation Surveyor will work either (1) under the direction of a licensed land surveyor (Range A through C) or (2) at the licensed professional level in a responsible charge capacity (including signing and sealing documents) (Range D). Transportation Surveyors work under the supervision of a Senior Transportation Surveyor or Transportation Surveyor Party Chief but may also take direction from a lead worker. Travel may be required. Possession of a valid driver's license is required.

CORE COMPETENCIES:

As a Transportation Surveyor, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Integrity, Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Operating contemporary surveying, geospatial and mapping tools, applications and instruments; work as a member of a crew collecting and establishing boundary evidence, topographic data and fixed-works locations, construction staking, calculations and other field information.

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15%	E	Using contemporary surveying, geospatial and mapping tools, computer applications and equipment; develop, publish and review land surveying and photogrammetric products and services including technical reports and spreadsheets; digital terrain models; flight orders; maps and real property documents.
15%	E	Research, collect and analyze real property records, land surveys and geospatial data to develop and publish opinions regarding real property boundaries.
10%	E	Prepare survey notes, search lists, mathematical alignments and other survey calculations for use in all aspects of field surveying.
10%	E	Perform reviews and quality checks of land surveying-related products and services. Monitor and review the work of others for conformity to Caltrans' procedures and standards.
5%	E	Maintain geospatial and mapping databases, real property and surveying records and equipment.
5%	E	Accept and provide guidance and training on the use of contemporary surveying and geospatial tools, equipment, applications and procedures. Including but not limited to, mandatory and upwardly mobile training opportunities.
5%	M	General office and other duties as needed.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
 MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

You will not supervise other employees but you may be required to provide direction as a lead worker. Incumbent will be expected to share knowledge and information to further project goals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

You must know how to determine and establish boundaries of State-owned lands; establish high-order vertical and horizontal control; provide photogrammetric mapping and topography; prepare and record maps; make technical studies and investigations pertaining to land or engineering surveying, property titles, descriptions, and deeds; write memoranda and prepare reports; and do other related work.

You must also know: Fundamental surveying, mathematics, and basic science as applied to surveying; methods of precise survey measuring; use and adjustment of precision surveying instruments; procedures, equipment, and materials used in surveying, including conventional and state of the art; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; Caltrans safety practices; photogrammetric mapping procedures; principles and practices of boundary determination, land title research, and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; real property acquisition and mapping laws pertaining to public and private ownership of real property; procedures for monumentation of facilities; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and associated boundaries; fundamentals of right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys.

You must also have the ability to: Perform complex field and office surveying work; make precise survey measurements; interpret legal descriptions of real property; make and interpret survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions and prepare legal land documents and descriptions; operate precise surveying instruments (conventional and state of the art); establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in opinions of property line determination and/or document preparation may result in defective title of ownership or flawed legal proceedings, exposing the State to claims, costs, judgments and wasted effort. Failures in the collection and compilation of field data may result in design errors and increased construction claims.

PUBLIC AND INTERNAL CONTACTS

Incumbent may have contact with individuals from: surveying, engineering, title and utility companies; outside contractors; other

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public agencies; private and public property owners and lessees; other Caltrans functional units, their personnel and managers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Field physical requirements include: Use of heavy-duty work clothes and safety boots while performing a variety of strenuous and/or heavy physical labor tasks on an all-day basis, including: stooping; digging; bending; lifting; driving, sitting, walking or standing for long periods of time; using cutting tools to clear brush, which can be dense and can include poison oak; lifting and swinging a sledge hammer weighing up to 20 pounds to place stakes, monuments, hubs and tack and to break apart material; lifting, carrying and transporting equipment and/or materiel weighing up to 60 pounds; pushing loads up to 80 pounds; extensive walking and hiking for long distances, often over steep and uneven terrain while transporting stakes, supplies, and equipment.

Office physical requirements include: Using a keyboard, mouse or digitizer and video display while sitting in a climate-controlled office environment, most likely at workstations in cubicles, under artificial light for long periods of time; moving large, cumbersome or heavy boxes, plans and maps from one location to another.

Mental and Emotional requirements include: Being courteous and professional to all Caltrans staff, members of other agencies, and members of the public; demonstrating a sense of responsibility and commitment to public service; conducting yourself fairly and ethically toward others; respecting cultural diversity and other individual differences in the workforce; developing and maintaining cooperative working relationships with supervisors, co-workers, staff from other agencies, contractors and others including frustrated, angry or emotional individuals; communicating effectively; dealing well with pressure while maintaining focus, intensity, optimism and persistence; multi-tasking; adapting to changes in work deliverable priorities and schedules, including short or accelerated schedules. Incumbent may be required to spend extended periods away from home while working at remote locations.

Must work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work effectively under pressure, maintaining focus and intensity while leading staff optimistically and persistently. Must collect, process, analyze, compile and report data accurately. Must reason logically, identify/recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

WORK ENVIRONMENT

Incumbent is required to travel to work locations; stay at remote accommodations for multi-day assignments; work overtime or at night, as required. Permission for the incumbent to use leave may be reasonably restricted or withheld. Incumbent may be required to rotate or transfer to other positions, work assignments and/or work locations within the District 4 Office of Land Surveys, according to business needs as determined by management. The rotational/transfer position shall have duties consistent with this classification. Except for the Junior Engineering Technician classification (3008), this position may be eligible for telework. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate. All commute expenses to the headquartered location will be the responsibility of the selected candidate. Normal working hours will be set sometime between 6:00 a.m. and 6:15 p.m.

Field work environment includes: Incumbent is required to maintain a valid driver's license within California. Must drive a vehicle to conduct normal work activities in all kinds of settings and conditions, including heavy freeway or highway traffic and in off-road areas; will work at locations which may expose the Incumbent to adverse conditions including, but not limited to: Rough, steep and/or overgrown terrain; great heights; allergen-producing vegetation including poison oak; insect and reptile bites and/or stings; loud noises; dust; and chemicals; very noisy conditions; extreme weather conditions ranging from extreme heat to sub-freezing temperatures and also including wet, dusty and dirty environments. Will walk and work on uneven paved or unpaved areas and along steep slopes. Incumbent must also be tolerant of working within very close range of high-speed traffic and heavy equipment. Use of heavy-duty work clothes and safety boots while performing a variety of mental and heavy physical labor tasks.

Office work environment includes: While at their base of operations, the incumbent will work in a climate-controlled office. However, due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate. Using a

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keyboard, mouse or digitizer and video display while sitting, most likely at workstations in cubicles, under artificial light for long periods of time. May be required to move large, cumbersome, or heavy boxes, plans and maps from one location to another.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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